



New Charter Orientation: Things to know



Fiscal Year 2014

Presented by School Finance

Agenda

- Data Submissions
- Payments
- Budget

Agenda (continued)

- Data Submissions
 - Important Dates
 - Common Logon
 - LEA Calendar
 - Charter Estimated Counts
 - SAIS
 - Help
 - Updates and other help

Agenda (continued)

- Charter Payment
 - Payment Schedule
 - Equalization Assistance
 - Charter Payment
 - Payment Reports
 - Char 55-1
 - Char 64-1
 - Forms to fill out
- Budget
 - Budget Forms and Due Dates

Important Dates

- Sign Charter Contract with Arizona State Board for Charter Schools – Before July 1 for the following school year
- Obtain a CTDS number – Before July 1 for the following school year
- School Calendar – Due by July 6
- Estimated Counts – First Cutoff is July 12
- SAIS – First upload within the first 20 days of school

Common Logon

- Common Logon is where all of the applications are stored, from AZELLA Corrections/SDELL Reports to Student Detail Data Interchange to Grants Management.
- Every user must have their own username and password. Contact ADE Support (ADESupport@AZED.gov) for assistance in setting up users.
- Business Managers or higher can request access for new employees and remove access for employees who no longer work for the charter.

LEA Calendar

- Every Charter Holder must submit a calendar
 - [ARS § 15-801](#) – Required Holidays off (July 4, December 25, Thanksgiving, Veterans' Day)
 - [ARS § 15-901 A\(1\)\(a\)](#) – Defines minimum instructional time or minimum instructional days.
- LEAs cannot manually modify the calendar after September 1st, you need to fill out a [Calendar Change Request](#).
- The Charter Holder must have a calendar in place before you can put a calendar in for schools.

Charter Estimated Counts

- What are they?
 - Charter Estimated counts are an estimate of the total ADM that you will receive during the school year.
- Why do I need them?
 - ADE uses this amount to calculate payments until your 40th day.
- How do I estimate?
 - This is not a “head count” of the students you have enrolled. You will submit the estimated number of students on Charter Estimated Counts in Common Logon. Example: You have 100 students enrolled but estimate 80 ADM. You would upload 80 students to Charter Estimated Counts.
- When do I have to have them uploaded by?
 - The next opportunity to upload or make changes to your Estimated Counts is August 5th and the window will close August 15 at 4:30 PM.

SAIS

- What is it and why do I need it? I have my own Student Management System SMS (or Student Information System, SIS)?
 - SAIS is ADE's statewide Student Information System. We use this system to collect student enrollment data for all students attending a public school in Arizona and to calculate your monthly equalization payment and other program areas use the data it stores too (Federal monies, Federal reporting, A-F Letter Grades, etc.)
- Ok, so how many times do I have to send ADE data?
 - Student data must be sent to ADE at least every 20 school days. ([A.R.S. § 15-1042\(H\)](#))
- My SMS shows a higher ADM than SAIS.
 - We pay based on the information that is in SAIS. Please see ([BEGINNER AND ADVANCED](#)) for understanding the reports that we use.
- 40th and 100th day ADM comes from student data in SAIS that passes Integrity*

*There will be a separate SAIS Presentation in the Fall.

I Need Help!!!

- Who do you call for help?
 - You can contact your School Finance Account Analyst ([Account Analyst List](#))
- I need more help! My school isn't on that list!
 - This list is organized by the Charter Holder name. It is not listed by the school site name.
- I still need more help!! My Charter Holder isn't on the list either!
 - In the instance where this happens, please contact the School Finance Inbox at SchoolFinance@AZED.gov to be assigned an Analyst.
- I still need even more help, my analyst isn't in the office!!!
 - You can contact our main phone line at 602-542-7885 for assistance.

School Finance Updates

- School Finance puts out so much information, and my boss never forwards it to me. How can I get that information?
 - [Hot Topics](#) on Website
 - School Finance Distribution List
 - Follow this [link](#) to sign up.
 - IT Bulletin Board
 - [This](#) will tell you when Integrity and Aggregation will run.

Other Help

- I am getting enough help from my account analyst. How can I get in contact with other Local Education Agencies (LEAs) and discuss Best Practices?
 - [Arizona State Board for Charter Schools](#) (ASBCS)
 - [Arizona Charter School Association](#) (ACSA)
 - [Arizona School Computer Users Support](#) (ASCUS)
 - [Arizona Association of School Business Officials](#) (AASBO)

Charter Payment

Payment Team Mission

- To calculate and disburse payments in compliance with statute
- To help charters gain a better understanding of payment calculation and reporting

Equalization Payment Schedule

- 8/1/2013 1 8.33%
- 9/3/2013 2 8.33%
- 10/1/2013 3 8.33%
- 11/1/2013 4 8.33%
- 12/2/2013 5 8.33%
- 1/2/2013 6 8.33%

Equalization Payment Schedule

- 2/3/2013 7 8.33%
- 3/3/2013 8 8.33%
- 4/1/2013 9 8.33%
- 5/1/2013 10 8.33%
- 6/2/2013 11 8.33%
- 6/30/2013 12 8.33%

Equalization Assistance

- The amount of money that the state provides to charters is shared equitably among the charters.

Charter Payment

- Charter payment calculation based on current year ADM, SPED ADM and ELL ADM.
- The major components used in funding calculation:

Basic support level

Additional assistance

Payment Reports

- CHAR 55-1 Equalization – Base Support Level, Additional Assistance, Equalization assistance
 - ADMS 46-1 – ADM State Aid Report
 - SPED 28 – Student ADM
 - ELL 28-1 – Student ELL Counts
- CHAR 64-1 – Payments Report

Charter Presentation.xlsm

SAIS CHAR55-1

Page one is Brick and
Mortar. Pg 2 & 3 AOI

**Arizona Department Of Education
Basic Calculations For Equalization Assistance
For Charter Schools
FY 2011-12**

Run Date:

Page: 1 of 4

00-00-00 (CTDS) School Name

FY 2010-11 Average Daily Membership (100th Day)

FY 2011-12 Estimated Student Count

40th Day Actual

* 100th Day Actual

Enrollment Cap

* Student count used to calculate equalization assistance

K-8	9-12	Total
0.000	182.326	182.326
0.000	1,686.000	1,686.000
0.000	195.138	195.138
0.000	189.557	189.557

From ADMS 46-1
Report or Estimated
Counts

Per A.R.S. 15-943

Sub Total +
Weighted Add
On for each
page = Total
Weighted Add
on, pg. 4

Weighted Student Counts	Student Count	Support Level Weight	Weighted Student Count
K-8	0.000	0.000	0.000
9-12	189.557	1.268	240.358
SubTotal	189.557		240.358

Pg. 4 - Used for
Additional Assistance

Add-Ons	Estimated 40th Day FY 2011-12 ADM	40th Day FY 2011-12 ADM	*100th Day FY 2011-12 ADM	Support Level Weight	Estimated Student Count	40th Day Student Count	100th Day Student Count	Total Student Count Add-On
K-3	0.000	0.000 *	0.000 *	0.060 =	0.000	0.000	0.000 =	0.000
ELL	0.000	0.000 *	0.000 *	0.115 =	0.000	0.000	0.000 =	0.000
HI	0.000	0.000	0.000	4.771 =	0.000	0.000	0.000 =	0.000
MD-R,A-R,SMR-R	0.000	0.000	0.000	6.024 =	0.000	0.000	0.000 =	0.000
MD-SC,A-SC,SMR-SC	0.000	0.000	0.000	5.833 =	0.000	0.000	0.000 =	0.000
MDSSI	0.000	0.000	0.000	7.947 =	0.000	0.000	0.000 =	0.000
OIR	0.000	0.000	0.000	3.158 =	0.000	0.000	0.000 =	0.000
OISC	0.000	0.000	0.000	6.773 =	0.000	0.000	0.000 =	0.000
DD,ED,MIMR,SLD,SLI,OHI	0.000	17.194	20.841	0.003 =	0.000	0.052	0.063 =	0.063
EDP	0.000	6.386	6.092	4.822 =	0.000	30.794	29.376 =	29.376
MOMR	0.000	0.000	0.000	4.421 =	0.000	0.000	0.000 =	0.000
VI	0.000	0.000	0.000	4.806 =	0.000	0.000	0.000 =	0.000

Total Weighted Add-On Count

29.439

Special Education:
Estimated prior to December 1st
Dec. 1st = 40th Day
Feb. 2nd = 100th Day

Entity I.D. #

Sheet1

Sheet2

Sheet3

Sheet4

Sheet5

Sheet6

Sheet7

Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Format

Picture 6

Charter Presentation.xlsm

SAIS CHAR55-1

AOI Full Time @ 95%

Arizona Department Of Education

Basic Calculations For Equalization Assistance

For Charter Schools

FY 2011-12

Run Date:

Page: 2 of 4

00-00-00 School Name

AOI Full Time Student Counts

	K-8	9-12	Total
FY 2010-11 Average Daily Membership (100th Day)	0.000	1,031.668	1,031.668
FY 2011-12 Estimated Student Count	0.000	0.000	0.000
40th Day Actual	0.000	271.707	271.707
* 100th Day Actual	0.000	271.710	271.710
Enrollment Cap			32000

* Student count used to calculate equalization assistance

From ADMS 46-1 Report or Estimate Counts

Per A.R.S. 15-943

Weighted Student Counts

	Student Count	Support Level Weight	Weighted Student Count
K-8	0.000	0.000	0.000
9-12	271.710	1.268	344.528
SubTotal	271.710		344.528

Pg. 4 - Used for Additional Assistance

Sub Total + Weighted Add On for each page = Total Weighted Add on, pg. 4

Add-Ons

	Estimated 40th Day FY 2011-12 ADM	40th Day FY 2011-12 ADM	* 100th Day FY 2011-12 ADM	Support Level Weight	Estimated Student Count	40th Day Student Count	100th Day Student Count	Total Student Count Add-On
K-3	0.000	0.000	0.000	0.060	0.000	0.000	0.000	0.000
ELL	0.000	0.000	0.000	0.115	0.000	0.000	0.000	0.000
HI	0.000	0.000	0.000	4.771	0.000	0.000	0.000	0.000
MD-R,A-R,SMR-R	0.000	0.000	0.000	6.024	0.000	0.000	0.000	0.000
MD-SC,A-SC,SMR-SC	0.000	0.000	0.000	5.833	0.000	0.000	0.000	0.000
MDSSI	0.000	0.000	0.000	7.947	0.000	0.000	0.000	0.000
OI R	0.000	1.000	1.000	3.158	0.000	3.158	3.158	3.158
OI SC	0.000	0.000	0.000	6.773	0.000	0.000	0.000	0.000
DD,ED,MIMR,SLD,SLI,OHI	0.000	25.477	25.478	0.003	0.000	0.076	0.076	0.076
EDP	0.000	0.799	0.799	4.822	0.000	3.853	3.853	3.853
MOMR	0.000	0.000	0.000	4.421	0.000	0.000	0.000	0.000
VI	0.000	0.000	0.000	4.806	0.000	0.000	0.000	0.000
Total Weighted Add-On Count								7.087

Estimated ELL until March 15th

Special Education Estimated
Dec. 1st = 40th Day
Feb. 2nd = 100th Day

Entity ID #

Sheet1 Sheet2 Sheet3 Sheet4 Sheet5 Sheet6 Sheet7

Ready

100%

Microsoft Excel

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Picture 9

Charter Presentation.xlsm

SAIS CHAR55-1

00-00-00 School Name

Arizona Department Of Education
Basic Calculations For Equalization Assistance
For Charter Schools
FY 2011-12

Run Date:
Page: 3 of 4

AOI Part Time @ 85%

AOI Part Time Student Counts

	K-8	9-12	Total
FY 2010-11 Average Daily Membership (100th Day)	0.000	0.000	0.000
FY 2011-12 Estimated Student Count	0.000	0.000	0.000
40th Day Actual	0.000	926.950	926.950
* 100th Day Actual	0.000	926.958	926.958
Enrollment Cap			32000

From ADMS 46-1 Report or Estimated Counts

* Student count used to calculate equalization assistance

Weighted Student Counts	Student Count	Support Level Weight	Weighted Student Count
K-8	0.000	0.000	0.000
9-12	926.958	1.268	1,175.383
SubTotal	926.958		1,175.383

Pg. 4, - Used for Additional Assistance

Sub Total + Weighted Add On for each page = Total Weighted Add on, pg. 4

Add-Ons	Estimated 40th Day FY 2011-12 ADM	40th Day FY 2011-12 ADM	* 100th Day FY 2011-12 ADM	Support Level Weight	Estimated Student Count	40th Day Student Count	100th Day Student Count	Total Student Count Add-On
K-3	0.000	0.000	0.000	0.060	0.000	0.000	0.000	0.000
ELL	0.000	0.000	0.000	0.115	0.000	0.000	0.000	0.000
HI	0.000	0.585	0.585	4.771	0.000	2.792	2.791	2.791
MD-R,A-R,SMR-R	0.000	0.354	0.354	6.024	0.000	2.134	2.132	2.132
MD-SC,A-SC,SMR-SC	0.000	0.000	0.000	5.833	0.000	0.000	0.000	0.000
MDSSI	0.000	0.000	0.000	7.947	0.000	0.000	0.000	0.000
OIR	0.000	0.000	0.000	3.158	0.000	0.000	0.000	0.000
OISC	0.000	0.000	0.000	6.773	0.000	0.000	0.000	0.000
DD,ED,MIMR,SLD,SLI,OHI	0.000	60.143	60.142	0.003	0.000	0.180	0.180	0.180
EDP	0.000	1.355	1.355	4.822	0.000	6.534	6.534	6.534
MOMR	0.000	0.000	0.000	4.421	0.000	0.000	0.000	0.000
VI	0.000	0.000	0.000	4.806	0.000	0.000	0.000	0.000
Total Weighted Add-On Count								11.637

Estimated ELL until March 15th

Special Education Estimated
Dec 1st = 40th Day
Feb 2nd = 100th Day

Entity ID#

Sheet1 Sheet2 Sheet3 Sheet4 Sheet5 Sheet6 Sheet7

Ready

Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Drawing Tools Picture Tools

Group 4

Charter Presentation.xlsm

SAIS CHAR55-1

Arizona Department Of Education
Basic Calculations For Equalization Assistance
For Charter Schools
FY 2011-12

Run Date:
Page: 4 of 4

00-00-00 School Name

Student Counts	Weighted Student	Weighted Add-On
Non-AOI Student Counts	240.358	29.439
AOI Full Time Student Counts	344.528	7.087 x 0.95
AOI Part Time Student Counts	1,175.383	11.637 x 0.85
		1,612.798

Tot from pages 1, 2, 3 ;
total weighted count

Base Support Level	Base Support Level Adjustments
Total Weighted Student Count	Audit Service Expense
Base Level Amount	
Base Support Level	
Base Support Level Adjustments	
Adjusted Base Support Level	

Base Support Level amount
set per A.R.S. 15-901 (B)(2)

Audit Service Expense is based
from AFR or Contract amount
from 2 years prior.

Additional Assistance	K-8	9-12
Student Count	0.000	1,388.225
Additional Assistance Per Student	\$1,621.97	\$1,890.38
Additional Assistance	\$0.00	\$2,624,272.78
Total Additional Assistance	\$2,624,272.78	

Additional Assistance amount
set per A.R.S. 15-185 (B)(4)

Equalization Assistance
Adjusted Base Support Level
Total Additional Assistance
Equalization Base/Assistance

To CHAR 64-1 - Payment
Schedule Detail

Sheet1 Sheet2 Sheet3 Sheet4 Sheet5 Sheet6 Sheet7

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N
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From CHAR 55-1

\$7,918,745.88
 (\$239,212.28)
 \$7,679,533.60

Monthly percentage from
equalization assistance base

\$9,527,257.72
- 8,562,280.23
\$ 964,977.49

Entity ID #

SAIS CHAR64-1

**Arizona Department Of Education
Equalization Assistance Payment Schedule Detail
FY 2011-2012**

Run Date:

00-00-00 School Name

Equalization Assistance

2011-12 Calculated Equalization Assistance

Equalization Adjustments Equalization Adjustment (detail on last page)

Current Adjusted Equalization Assistance Base

Equalization base - this
can change each month

From CHAR 55-1.,
page 4

Adjustments equalized
over 12 months

\$7,918,745.88

(\$239,212.28)

\$7,679,533.60

Equalization Assistance Payment Detail

Ln #	Month	Equalization Assistance Base	YTD Payment %	Equalization Assistance To Be Paid YTD	Calculated Current Month Payment	Adjustment To Payment	Current Month Payment	Actual Equalization Assistance Paid YTD
14	13	\$7,679,533.60	100.00	\$7,679,533.60	(\$1,847,724.12)		\$0.00	\$9,527,257.72

8 February off cycle payment

February off cycle payment

Explanation of monthly adjustments.

Entity ID #

Q19

fx

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SAIS CHAR64-1

Arizona Department of Education Equalization Assistance Payment Schedule Detail

Apportionment Date :

Run Date:

Fiscal Year 2011 - 2012

00-00-00 School Name

Equalization Adjustments

Adjustment Type	Description	Amount
Equalization Assistance	FY 2012 Additional assistant reduction pursuant to ARS. section 15-185 subsection B, paragraph 4	(\$245,890.65)
Equalization Assistance	FY2011 Statewide Recalculation Payment Adjustment	\$0.00
Equalization Assistance	February off cycle payment	\$828,958.18
Equalization Assistance	FY 2012 Additional assistant reduction pursuant to ARS. section 15-185 subsection B, paragraph 4	\$6,678.37

Comments for adjustments - above and below the line.

Resource for Payments

- Payments
 - Barbara Axe, 602-542-8248
 - Barbara.Axe@azed.gov

Setting up a New Charter - Forms You'll Need

- Arizona State Treasurer's Office Forms
<http://www.aztreasury.gov/forms/>

Distribution Recipients

Lorraine Jones (602) 542-7818

[**Distribution Recipient Banking Form**](#)

Setting up a New Charter - Forms You'll Need

- Arizona Department of Administration – General Account Office
 - <http://www.gao.az.gov/onlineforms/default.asp>
 - ACH Vendor Authorization – Form to set-up Automated Payment Processing
 - GAO – W-9 Form (Vendor Authorization Form)

Budget

Budget Forms Required

- Fiscal Year Budget Expenditure Files
 - Expenditure Budget
 - Budget Worksheets
 - K3 Reading Budget
- Prior Year Actual Expenditure Files
 - Annual Financial Report (AFR)
 - Food Service AFR
 - Charter School Current Expenses on a School-by-School Basis
 - Classroom Site Project Narrative Summary

Calendar & Due Dates

What	Approved By	Upload By	Web site Posting Required
Proposed Budget *	July 5 th	July 5 th	Yes **
Meeting Notification	July 5 th	July 5 th	Yes **
Adopted Budget *	July 15 th	July 18 th	Optional
K3 Reading Budget	October 1 st	October 1 st	No
Annual Financial Report (AFR) *	October 15 th	October 15 th	Yes **
Current Expenses by School	November 1		No
Classroom Site Project Narrative	November 15 th		No
Final Budget Revision *	May 15 th	May 18 th	Optional

Minimum 10 day before meeting to adopt the budget

* Budget & AFR files: email scan of Board approved coversheet within 5 days

** Email a link of the Charter webpage containing the link

In Closing...

- We are here to assist you.
- The School Finance Mainline is 602-542-5695.
- The School Finance Inbox is SchoolFinance@azed.gov.

Questions???